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| **Purpose** | **How** | **Tool** | **Dark Sides** |
| **Maintain student achievement data; use data for planning** | **Enter results from testing on spreadsheet; create graphs and analysis results** | **eTap** | **Difficulty loggin g in to my page**  **Not able through Firefox** |
| **To plan programmes** | **Create long term overviews and longterm plans on computer** | **Microsoft**  **Word**  **Tables** | **Hard drive dying; not having networked** |
| **To inform parents of class, syndicate happenings** | **Create newsletters to send home to parents/caregivers** | **Microsoft Word**  **Printshop** | **Glitches with Word** |
| **To inform parents of class programme** | **Present a powerpoint display** | **Keynote; Comic life; digital camera**  **Data projector** | **Data projector not projecting** |
| **To communicate and pass on minutes, planning and organisation** | **Emailing** | **Google mail**  **School mail** |  |
| **To search for resource and reference material** | **Search Engine** | **Google** |  |
| **To maintain a record of events** | **Create a calendar** | **Google Calendar** |  |
| **To plan programmes** | **Create planning templates and plans** | **Word** |  |